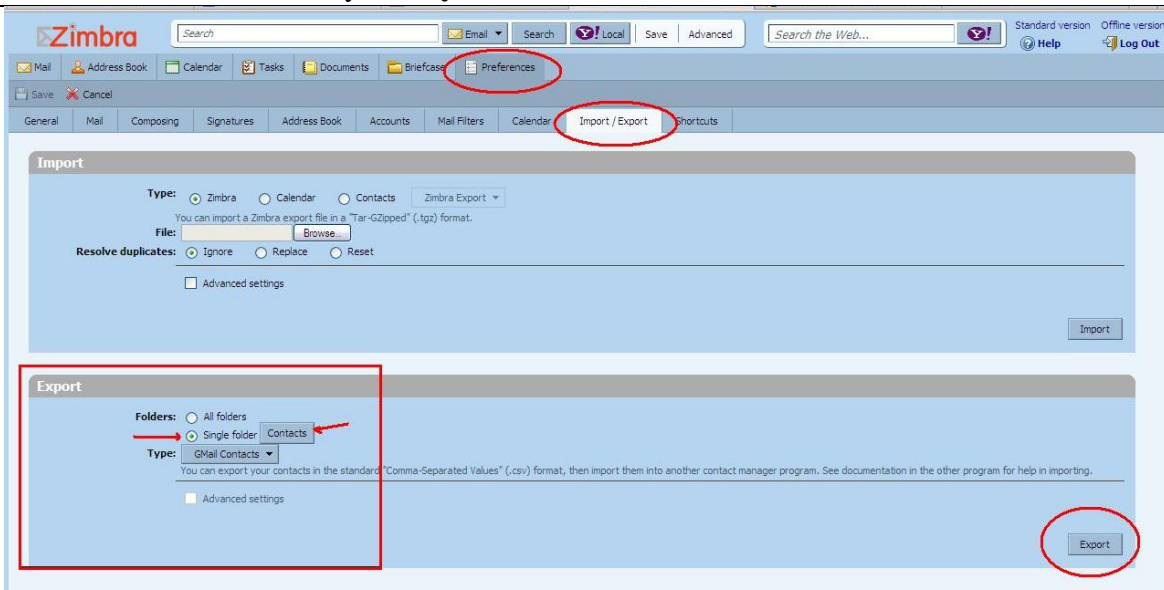


# Export from Zimbra; Import into Gmail

## Export from Zimbra

1. Open Zimbra.
2. Go to the **Preferences** tab.
3. Click on the **Import/Export** tab.
4. Go to the Export section and click on **Single folder** option.
5. Click the **Browse...** button.
6. Select **Contacts**.
7. In the **Type:** dropdown box select **Gmail Contacts**.
8. Click on the **Export** button.
9. Save the **Contacts.csv** file to your **My Documents** folder.



## Import into Gmail

10. Open your NPS Gmail account.
11. Go to your **Contacts**.
12. Click on **Import**.
13. Click on the **Browse...** button.
14. Select the **Contacts.csv** file in your **My Documents**.
15. Click on **Import**.

